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25X1A6D

21 February 1958

MEMORANDUM FOR: Chief, Management Staff

THROUGH : (1) Director of Communications  
(2) Deputy Director/Support

SUBJECT : Request for Change in Table  
of Organization

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1. The present , Mr. is scheduled for reassignment by the Office of Communications in June of this year.

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2. The present Administrative Officer, Mr. is currently being considered for reassignment by the Administration Career Service.

3. In connection with these pending reassignments, the Deputy Director/Support and the Director of Communications have verbally concurred in the following actions:

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a. The Administrative Officer's slot will not be filled when vacated by Mr.

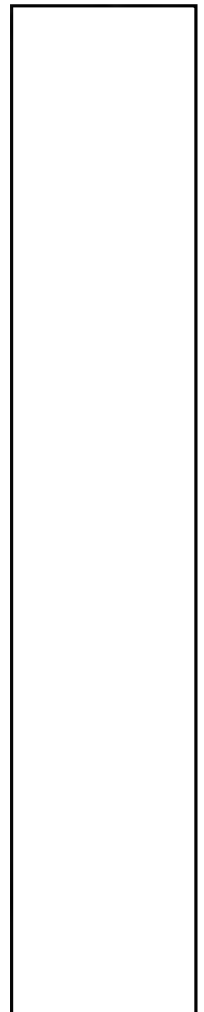
b. The former Administrative Officer's slot will be used to establish the position of Assistant Maintenance Engineer, with duties as outlined in Enclosure 1.

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c. The position will be re-designated Executive Officer, with duties as outlined in Enclosure 2.

4. In accordance with the above, it is requested that:

a. The Administrative Officer's slot be abolished.



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b. The position of Assistant Maintenance Engineer be established.

c. The position of  be re-designated Executive Officer.

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Signed

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**CONCURRENCES:**

Director of Communications

24 Feb 58  
(Date)

15/ L. R. White  
Deputy Director/Support

13 Mar 58  
(Date)

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